

To: Brown, Cynthia[Brown.Cynthia@epa.gov]; Milbeck, Regina[Milbeck.Regina@epa.gov];
Ferguson, Ralph[Ferguson.Ralph@epa.gov]
From: Sonntag, Patricia
Sent: Wed 8/19/2015 1:16:27 PM
Subject: Chg to site travel instructions.....RE: I added another line about 2 lines for regular and overtime in PPL

(See change to site travel below--the new crossfunding label I created has correct accounting info for GKM with A8K9RV00)

Good Morning Everyone,

We realize the collaborative guidance sent out by OB/OSWER left many questions unanswered. Below is some further guidance for everyone based on multiple site charging situations:

This applies to all Superfund and non-Superfund employees.

Regular Time:

Working 100% on GKM – site charge 100% to the account favorite loaded in PPL+ (2015 T 06L 303DC6 A8K9RV00).

Working less than 100% on GKM – only site charge to the account favorite loaded in PPL+ (2015 T 06L 303DC6 A8K9RV00) for the hours you actually worked on the site.

Overtime:

Should all be charged to the account favorite loaded for you in PPL+ (2015 T 06L 303DC6 A8K9RV00).

You will have to enter one line for regular time and another for overtime, assuming you are working both regular and overtime hours.

Site-Travel

Site Travel to GKM needs to be Crossfunded by SF. Contact Cincinnati Help Desk to attached following Superfund crossfund information to TA before the TA is signed:

Organization: EPAR06SF

Label: 15 SF Crossfund GKM

Please ensure you are no longer charging to A6LSXX00.

Thanks,

Patricia Sonntag

Program Analyst, 6SF

214-665-2213



From: Brown, Cynthia

Sent: Wednesday, August 19, 2015 8:06 AM
To: Sonntag, Patricia; Milbeck, Regina; Ferguson, Ralph
Subject: RE: I added another line about 2 lines for regular and overtime in PPL

So Patti, would you write a sentence explaining that to the employees?

Cynthia K. Brown

Removal Enforcement Coordinator

214-665-7480

Brown.cynthia@epa.gov

From: Sonntag, Patricia
Sent: Wednesday, August 19, 2015 8:04 AM
To: Milbeck, Regina; Brown, Cynthia; Ferguson, Ralph
Subject: RE: I added another line about 2 lines for regular and overtime in PPL

Yes, we need to make sure TA's come to us using Crossfunding label vice Divisions putting accounting info directly onto TA using their DCN. I'm creating crossfunding label specifically for GKM.

Thanks,

Patricia Sonntag

Program Analyst, 6SF

214-665-2213



From: Milbeck, Regina
Sent: Wednesday, August 19, 2015 8:01 AM
To: Brown, Cynthia; Ferguson, Ralph; Sonntag, Patricia
Subject: RE: I added another line about 2 lines for regular and overtime in PPL

Patti,

Did this address your concerns? Thanks.

Missy Milbeck, Comptroller

U.S. Environmental Protection Agency

Region 6 - Dallas, TX

Phone: 214-665-6540

Cell: 214-789-2701

milbeck.regina@epa.gov

[Office of the Regional Comptroller](#)



From: Brown, Cynthia
Sent: Wednesday, August 19, 2015 8:00 AM
To: Milbeck, Regina; Ferguson, Ralph; Sonntag, Patricia
Subject: I added another line about 2 lines for regular and overtime in PPL

Good Morning Everyone,

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Overtime:

Should all be charged to the account favorite loaded for you in PPL+ (2015 T 06L 303DC6 A8K9RV00).

You will have to enter one line for regular time and another for overtime, assuming you are working both regular and overtime hours.

Site-Travel

Travel should be charged to the account favorite loaded in your PPL+ (2015 T 06L 303DC6 A8K9RV00)

Please ensure you are no longer charging to A6LSXX00.

Ralph Ferguson

Supervisory Accountant
Office of the Regional Comptroller – Accounting Services Section
US Environmental Protection Agency - Region 6
Office: 214-665-2147

Cell: 817-564-4509

Fax: 214-665-8505

ferguson.ralph@epa.gov

